



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 23, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, November 6, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

OS I

Operations Supervisor
Region 2/District 2/Operations
Highways
Dixon

Attachments
40599

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 6, 2015, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Operations Supervisor I

Salary Range: \$5,955-\$ 8,835

Position Title: Operations Supervisor

Union Position: ☐ Yes ☒ No

Position Number: PW751-23-52-502-10-02

IPR#: 40599

Office/Central Bureau/District/Work Address:

Highways / Region 2 / District 2 / Bureau of Operations/ 819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Special Qualifications:

The following criteria is required:

- Valid driver's license

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years college, with a major courses of study being in pre-engineering, completion of a two year program other than engineering. Additional specialized training will be considered
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position
- Ability to perform job duties independently and with a minimum guidance/supervision
- Strong oral and written communication skills

Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

Candidate must be available 24 hours a day and may be required to work extensive periods of overtime.

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 1, 2013	POSITION:	Operations Supervisor
APPROVED BY:	<u>Paul A. Loete</u>	DIVISION:	Highways/Region 2/District 2 Bureau of Operations
CODE:	PW751-23-52-502-10-02	REPORTS TO:	Maintenance Field Engineer

Position Purpose

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Dimensions

Staff:	3 Direct, 30 Indirect
Annual Operating Budget:	\$516.2 K
Lane Miles of Highways Maintained:	620
Maintenance Teams/Counties:	Rock Island

Nature and Scope

This position reports to a Maintenance Field Engineer as do other Operations Supervisors. Reporting directly to this position are Highway Maintenance Lead/Lead Workers and Highway Maintainers.

This position is accountable for the day-to-day planning, organizing, coordinating, and inspection of Operations activities for the assigned geographic areas. This position is unique in that it is a field position. Travel occurs throughout the assigned geographical areas as construction sites are away from the district headquarters and the incumbent's responsibilities cover most daily highway maintenance functions within that designated area. In addition, the incumbent is on call 24 hours per day, 7 days per week, 52 weeks per year. Due to the high visibility of maintenance activities, effective performance is essential if traffic disruptions are to be avoided, motorist safety is to be ensured, and adverse public and political reaction avoided. This position operates in an environment of almost continuous conflict. This is complicated by the fact that this position must carry out its responsibilities through supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinate cooperation.

Typical problems involve performing a wide variety of maintenance functions and achieving satisfactory results in short periods of time without sacrificing the safety of the traveling public and employees. The greatest challenge to this position is to establish and maintain a work climate that results in productive subordinate performance, prompt response to unusual demands, and the development of a favorable image with the public.

This position takes emergency actions; directing erection of traffic control and supervision to correct pavement blow-ups, flood water conditions, snow removal, and other related highway safety hazards which may occur at anytime; performing field checks of drainage problems; inventorying road systems within a specified area and providing

technical knowledge necessary for personnel to perform maintenance duties. The incumbent prepares special reports and responses to public complaints, inquiries and requests and serves as a liaison between the district and private citizens. S/He plans and implements maintenance work programs designed to maximize needs requirements within resource constraints through proper scheduling and resource allotments, continuous equipment usage and proper application of materials and work procedures so as to maintain acceptable levels of service; directs snow and ice control and emergency operations, adjusting schedules to meet such unusual demands; supervises Contract Maintenance and Day Labor jobs, i.e., concrete patching, routing and sealing, culvert repair, ditch cleaning, bump grinding, etc.; administers the duties of the Motorist Caused Damage Fund for accident repairs on guardrail, sod, trees, wingwalls, fences, and sound barriers; administers the Adopt-A-Highway Program in the field; coordinates, witnesses, and records core thickness tests for new CPC and full depth bituminous pavements; ensures acceptable employee productivity and safety through on-the-job instruction covering work procedures, safety policies, equipment operations, work rules, personnel policies and union contract provisions; applies policies in a fair and consistent manner and provides for the security and safety of assigned facilities, equipment, and commodities. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the Maintenance Field Engineer, s/he: counsels staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

The incumbent accomplishes the accountabilities of this position through Highway Maintenance Lead Lead and/or Lead Workers who supervise skilled and unskilled workers involved in the maintenance and repair of the highways and rights-of-way in his/her assigned geographical area.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and must exercise considerable discretion in areas of maintenance management, budget administration, employee motivation, effective disciplinary action, working hours and overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials, and accidents. S/He is constrained by all applicable state/federal guidelines.

The incumbent has frequent contact with the Bureau of Program Development for participating in joint scoping of future roadway projects, in field checking construction plans, advertising control, right-of-way encroachments, and maintenance of excess land for future projects; the Bureau of Project Implementation during the construction season by visiting construction projects in search of any potential maintenance problems; the Bureau of Administrative Services, the central Labor Relations Section and the Office of Chief Council with regard to repair of traffic control devices and enforcement of access permits. The incumbent maintains continuous contact with local agency personnel, citizens, elected officials, and the media to coordinate and explain maintenance activities.

The effectiveness of this position can be measured by the quality of road maintenance within the field area, accomplishment of work functions in order of priority, adherence to established policies and procedures when handling complaints or inquiries, and the degree to which efficiency, safety, and effectiveness are employed in the utilization and operation of Operations equipment.

Principal Accountabilities

1. Maintains acceptable standards of productivity through effective organization of work crews, proper allocation of resources, continuous equipment usage, and proper employee assignment and motivation. Participates in disciplinary and grievance resolution proceedings. Conducts, as required, investigations in conjunction with the district administrative staff and the district Operations Engineer (or Manager).

2. Directs snow removal and emergency maintenance operations to ensure that state maintained roadways are safe and open to the traveling public.
3. Recommends revisions in project scope of work and proposed plans to minimize future maintenance problems.
4. In conjunction with the Maintenance Field Engineer, counsels staff regarding work performance; approves time off; and adjusts first-level grievances; prepares and signs performance evaluations; and coordinates staffing needs.
5. Meets with the local residents regarding complaints, access permits, and right-of-way problems.
6. Directs repairs, inventory, and allocations of equipment to team sections to ensure that all units are properly used, maintained, accounted for, and replaced.
7. Provides for proper traffic controls through maintenance areas.
8. Coordinate, witness and record core thickness tests for new CPC and full depth bituminous pavements.
9. Ensures staff perform duties in accordance with departmental safety rules, practices, and programs. Assists other bureaus with the "Work Site Protection Manual /Other than Highway Maintenance and Traffic Crew."
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.